

**City of Houston Housing and Community Development Department
601 Sawyer, Houston, Texas
713-868-8800**

**Community Housing Development Organization (CHDO) Certification
Or Recertification Application**

I. Cover Sheet

Organization Name: _____

Contact Person : _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone: ()** _____ **Fax: ()** _____

Email: _____ **Internet address:** _____

Parent Organization, if any: _____

Funding Request: The organization is applying for HOME CHDO set-aside funds for the following project:

Name of Project: _____

Amount: _____

Location of project to be developed: _____

Date of Incorporation: _____ **Tax ID Number:** _____

IRS Tax Status: (Please check appropriate box)

☐ 501(c) (3) . Received _____

☐ 501(c) (4) . Received _____

☐ Other:

Note: if all requirements are met the Department will certify the Applicant as a certified City of Houston CHDO upon the award of HOME funds. A new application for CHDO certification is required by the Department with each application for HOME CHDO set-aside or operating funds.

II. LEGAL STATUS

A. The nonprofit organization is organized under the Texas Nonprofit Corporation Act as evidenced by:

_____ a Charter, OR Page Number _____
_____ Articles of Incorporation Page Number _____

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

_____ a Charter, OR Page Number _____
_____ Articles of Incorporation Page Number _____

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) (3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

_____ a 501 (c) (3) or 501 (c) (4) Certificate from the IRS dated 1986 or later.

OR

Is classified as a subordinate of a central organization non-profit under the Internal Revenue Code, as evidenced by:

_____ a group exemption letter from the IRS, that is dated 1986 or later, which specifically lists the CHDO as part of the group exemption.

NOTE: *The exemption ruling from the IRS must be effective on the date of application and must continue to be effective while the organization is certified as a CHDO. Pending applications with the IRS for either 501 (c) (3) or 501 (c) (4) status cannot be used to comply with this tax status requirement.*

D. Has as its primary purpose the provision of decent housing that is affordable to low and moderate-income people, as evidenced by a statement in the organization's:

_____ Charter, OR Page Number _____
_____ Articles of Incorporation, OR Page Number _____
_____ By-laws OR Page Number _____
_____ Resolutions

III. CAPACITY

A. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards of Financial Management Systems", as evidenced by:

_____ Affidavit in a form prescribed by HCDD (see attached) signed by the Executive Director or chief financial officer of the organization and notarized, OR
_____ a certification from a Certified Public Accountant, OR
_____ a HUD approved audit summary.

B. Shows evidence of financial reporting ability by attaching the most recent financial statements of the organization (audited if possible) and a copy of the current year's operating budget as approved by the Board of Directors.

C. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

_____ Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds; OR

_____ Contracts with experienced consulting individuals or firms who will train key staff. These consultants must have housing experience similar to the project that will be assisted with HOME funds; AND

_____ Staff roster for organization that lists employee names and titles.

D. Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by ALL of the following:

_____ A statement that documents at least one year of experience in serving the community where HOME funds will be used;

_____ Board minutes from a board meeting in each quarter of the previous year. Board minutes of the parent organization may be submitted for a newly formed organization.

_____ In the space below, identify the city and county of the proposed property where HOME funds are to be used and a statement of the boundaries of the service area or "community" which the organization serves. Attach a boundary map as well to this application

IV. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board's membership for residents of low income neighborhoods, other low-income community residents, or elected representatives of low income neighborhood organizations as evidenced by the organization's:

_____ By-laws, OR	Page Number _____
_____ Charter, OR	Page Number _____
_____ Articles of Incorporation	Page Number _____

AND

_____ Notarized affidavit signed by the Board of Director's Chairperson.

AND

_____ Current roster of all Board of Directors, including names, title, professional affiliation (if any) and physical home addresses.

AND

_____ Board Member Information Form completed and signed by each Member.

"Low income" as defined by the U.S. Department of Housing and Urban Development (HUD) is an annual income that does not exceed eighty percent (80%) of the median income for the area, after making adjustments for family size.

B. Provides a formal *written* process for low income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as well as procedures as to how the formal process will be implemented (public hearings, flyers, media, etc.), as evidenced by:

_____ the organization's By-laws, OR Page Number _____
_____ Resolutions, OR
_____ a written statement of operating procedures approved by the governing body.
Statement must be on original letterhead, signed by the Executive Director and evidence
date of board approval.

_____ The date of the most recent meeting between low income beneficiaries and the
Board for purposes of this Advisement Process was: _____

- C. A CHDO may be chartered by a State or local government, but the following restrictions apply: (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials (including employees of the Participating Jurisdiction or State recipients), as evidenced by the organization's:

_____ By-laws, OR Page Number _____
_____ Charter, OR Page Number _____
_____ Articles of Incorporation Page Number _____

- D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

_____ By-laws, OR Page Number _____
_____ Charter, OR Page Number _____
_____ Articles of Incorporation Page Number _____

- E. If the organization is sponsored or created by a for-profit entity, the CHDO must be free to contract for goods and services from vendors of its own choosing, as evidenced by:

_____ By-laws, OR Page Number _____
_____ Charter, OR Page Number _____
_____ Articles of Incorporation Page Number _____

- F. If the organization is sponsored by a religious organization, the CHDO is a separate secular entity, with membership available to all persons regardless of religion or membership criteria, as evidenced by:

_____ By-laws, OR Page Number _____
_____ Charter, OR Page Number _____
_____ Articles of Incorporation Page Number _____

V. RELATIONSHIP WITH FOR-PROFIT ENTITIES

- A. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

_____ the organization's By-laws, OR Page Number _____
_____ a Memorandum of Understanding (MOU) (attach copy)

- B. A CHDO may be sponsored or created by a for-profit entity provided the for-profit entity's primary purpose does **not** include the development or management of housing, as evidenced by:

_____ the for-profit organization's By-laws Page Number _____

Community Housing Development Organization (CHDO) Certification Affidavit of Standards for Financial Management Systems

Date: _____

Affiant: _____

Recipient: _____

(Insert exact legal name of the organization)

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant:

1. Affiant is the President AND/OR Chief Financial Officer of the Recipient and is authorized to make this affidavit on behalf of Recipient.
2. Recipients' financial management systems conform to the financial accountability standards set forth in 24 CFR 84.21, by providing for and incorporating the following:
 - a. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project;
 - b. Records which identify the source and application of funds for federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest;
 - c. Control over and accountability for all funds, property and other assets; adequate safeguards of all such assets shall be adopted to assure that all assets are used solely for authorized purposes;
 - d. Comparison of outlays with budget amounts for each award;
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance or redemption of checks for program purposes by the recipient;
 - f. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of Federal cost principles [Circular A-122] and the terms and conditions of the award;
 - g. Accounting records, including cost-accounting records, that are supported by source documentation.

Affiant:

Title:

Subscribed and sworn before me on the _____ day of _____, 20____, by _____,

on behalf of _____

Notary Public State of Texas

My commission expires: _____

**Community Housing Development Organization (CHDO) Certification
Affidavit of Board Representation**

On this _____ day of _____, 20____,
I (insert name) _____, hereby certify that each of the
individuals identified in the attached exhibit are residents of a low income
neighborhood, are other low income community residents, or are elected
representatives of a low income neighborhood organization. Each is an active
member of _____'s Board of Directors.

"Low income" is defined as households whose annual incomes do not exceed 80% of the median income
for the area, as determined by HUD with adjustments for smaller and larger families.

*I certify that the above statement is true and correct. I understand that any
misstatement or falsification of information shall be grounds for denial or
revocation of certification for CHDO status.*

Affiant: _____

Title: _____

Subscribed and sworn before me on the _____ day of _____, 20____ ,
by _____, on behalf of _____

Notary Public State of Texas _____

My commission expires: _____

BOARD MEMBER INFORMATION FORM

This form must be completed, signed, and dated by each member of the Board of Directors of your organization.

I am a board member of a non-profit organization seeking CHDO status:

Name of Organization: _____

BOARD MEMBER: _____

HOME ADDRESS: _____

PHONE: HOME () _____ BUSINESS () _____

OCCUPATION AND EMPLOYER: _____

BUSINESS ADDRESS: _____

PLEASE CHECK ANY OF THE FOLLOWING THAT APPLY TO YOU:

() I am a resident of a low-income neighborhood. (This does not mean that you must be a low income

person, only that your residence is in a low-income neighborhood.)

() I am a low-income resident of the community. (Community can mean neighborhood, the city, county, or metropolitan area.)

() I am an elected representative of a low-income neighborhood organization. Name of organization and your title:

(Examples of such organizations are: block groups, town watch organizations, civic associations, neighborhood faith-based groups, etc.)

() I am a representative of the public sector. (A public sector representative is any elected public official, any appointed public official, any employee of a public agency or department, or any individual who is appointed by a public official to serve on a CHDO board.)

I certify that the information is correct as of the date indicated below.

Signature

Date